

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: APRIL 1, 2015

COMMITTEE MEMBERS PRESENT:

SUPERVISORS VANSELOW
MCDEVITT
TAYLOR
FRASIER
WOOD
BROCK
SEEBER

OTHERS PRESENT:

MIKE COLVIN, DIRECTOR OF INFORMATION TECHNOLOGY
JOAN SADY, CLERK OF THE BOARD
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS CONOVER
MERLINO
SIMPSON
DON LEHMAN, *THE POST STAR*
SAMANTHA HOGAN, ASSISTANT SECRETARY TO THE CLERK OF THE BOARD

Mr. Vanselow called the meeting of the Support Services Committee to order at 9:31 a.m.

Motion was made by Ms. Wood, seconded by Mrs. Frasier and carried unanimously to approve the minutes of the previous Support Services Committee Meeting, subject to correction by the Clerk of the Board.

Copies of the meeting agenda were distributed to the Committee members and a copy of same is on file with the meeting minutes.

Commencing the Agenda review with Item 2, privilege of the floor was extended to Mike Colvin, Director of Information Technology (IT), who presented a request to ratify his actions in executing a letter of agreement with Microsoft Corporation for consulting services to assess Microsoft licensing needs at no cost to the County, for a term upon execution and terminating June 1, 2015. He explained Microsoft would provide services from an outside vendor to ensure only the required licensing was purchased.

Motion was made by Ms. Wood, seconded by Mr. McDevitt and carried unanimously to approve the request as presented and the necessary resolution was authorized for the April 17th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Next, Mr. Colvin advised the IT Department had concluded their test on recording meetings held in the Board Room. He explained the test recording was conducted at the March 16th Health Services Committee meeting, which had lasted almost four hours. Mr. Colvin displayed an example of the quad screen recording format for the Committee's reference, explaining this was what the video would look like when viewing the Board meetings. He noted this was the best solution to capture the entire Board Room with stationary cameras. Mr. Colvin advised there had been some concern as to the size of the pictures and he was seeking guidance from the Committee on how to proceed.

Mr. Taylor stated he believed the quad view was getting everything, and it was a good example of transparency. Mr. Colvin noted the cameras in the Board Room were borrowed from the security system and he advised the actual cameras he would purchase would have a higher resolution; he said he was seeking Committee approval to continue with this approach before he made any purchases.

Ms. Seeber said she believed any transparency was positive and she felt that the Board meetings would be viewed more on Youtube than the Committee meetings; however, she added, as long as local channel TV8 continued to tape the Board meetings, she felt that would be the easiest format for the public to watch.

Mr. Brock inquired as to whether recording the four different screens was more of a challenge, and Mr. Colvin responded it was the easiest.

Ms. Seeber inquired as to whether it would be valuable to have an intern from SUNY Adirondack's media department film the Board meetings as this could be accomplished at no additional cost to the County. Mr. Colvin replied this could be done in addition to the stationary cameras already in the Board Room.

Joan Sady, Clerk of the Board, interjected she believed there was a concern in regards to staff time involved with transferring the videos to a viewable format, as well as whether the four camera recordings required more work-time to process than one. Mr. Colvin noted that each scenario presented its own set of drawbacks. Paul Dusek, County Administrator, opined he believed four cameras meant four times the work and he questioned whether the same value could be obtained from one camera as from four. Additionally, Mr. Dusek noted that the current view included four screens that were very small and difficult to view.

Mr. Vanselow stated Board meetings were typically held only once per month and he felt the four camera view should be tried out a few times, following which the issue could be revisited.

Next, Mr. Colvin distributed a handout reflecting the statics on how many people were viewing the Committee meetings on Youtube; *a copy of the handout is on file with the minutes*. In closing, Mr. Colvin reminded the Committee that at their last meeting he had been asked to purchase a document reader for an amount not to exceed \$250 and he apprised that he had been able to obtain one for \$125.

Ms. Seeber stated she was very pleased with the purchase and inquired as to whether or not it had been purchased from eBay; Mr. Colvin responded affirmatively, explaining he had been able to purchase the reader and the adapters for \$125.

Returning to Agenda Item 1, privilege of the floor was extended to Joan Sady, Clerk of the Board, who began by presenting a request to appoint Amanda Allen, Deputy Clerk of the Board, as Clerk of the Board effective May 1, 2015, due to Mrs. Sady's impending retirement on April 30, 2015.

Motion was made by Ms. Wood, seconded by Mrs. Frasier and carried unanimously to approve the request and refer same to the Personnel Committee; a copy of the request is on file with the minutes.

Next, Mrs. Sady presented a request to amend the Table of Organization and Salary Schedule to decrease the salaries for several positions within the Office of the Clerk of the Board commensurate with experience, as follows:

- Clerk of the Board, decrease from \$67,314 to \$58,500;
- Deputy Clerk of the Board, decrease from \$50,000 to \$44,500;
- Secretary to the Clerk of the Board, decrease from \$38,760 to \$37,000; and
- Assistant Secretary to the Clerk of the Board, decrease from \$35,374 to \$0.00.

Mrs. Sady noted at the last meeting of the Support Services Committee she had requested to fill the vacant position of Legislative Office Specialist, due to creation, and she noted that Jodi Centerbar had been chosen to fill the position, having started on March 30th. She advised Gretchen Steffan, Human Resource Director, had completed a salary comparison with other counties as well as an analysis of salaries of other Department Heads and their Deputies within the County; she noted she had a copy of this information available for review if anyone was interested. Mrs. Sady stated the position of Assistant Secretary to the Clerk of the Board was an unclassified position the department would like to retain, unfunded at this time. She indicated there were some new policies and procedures relating

to Committee agendas and meetings, which her office was responsible for. Mrs. Sady explained that these additional tasks, coupled with an increase in the number of and duration of meetings, has led to a struggle for current staff to keep up with. She wanted the committee to be aware that this issue should not reflect negatively on Mrs. Allen, as she transitioned into the position of Clerk of the Board. It may be necessary to consider filling the unfunded Assistant Secretary to the Clerk of the Board on a part-time basis at some point in the future, Mrs. Sady noted.

Mrs. Sady added the final staff request was to fill the vacant position of Clerk of the Board and to backfill and positions left vacant due to promotion.

Motion was made by Mr. Taylor and seconded by Ms. Wood to approve Items 1B-D and refer same to the Personnel Committee.

Chairman Geraghty inquired why the salaries were being decreased so much and Mrs. Sady explained these were all promotions to new positions and these were the starting salaries determined. He specifically questioned the salary decrease for the Clerk of the Board position, noting it was almost \$9,000 less than the current salary. Mrs. Sady answered that she had served as the Clerk of the Board since 2006 and she felt that pursuant to discussions with Paul Dusek, County Administrator, and Ms. Steffan that this was an appropriate starting salary for the position. Chairman Geraghty stated he felt that the decrease for the Clerk of the Board was too much, especially for Mrs. Allen who had been Deputy since 2012 and had worked in the Clerk of the Board's Office since 2006; he added that he was not comfortable with reducing the Clerk of the Board salary this much.

Ms. Seeber said she agreed with Chairman Geraghty. She acknowledged that the Clerk of the Board was leading by example by not filling positions at the same salary level they were being vacated at; however, she added, given the importance of this position she wondered if there was a way to compromise with a higher salary figure. Mrs. Sady stated she was supportive of a higher starting salary for Mrs. Allen, advising she believed the salary study was only one piece of information used to determine a salary. Mrs. Sady commented that her Office managed many responsibilities and she affirmed that Mrs. Allen was an outstanding employee whom she was very comfortable with being appointed as Clerk of the Board.

In regard to establishing starting salaries, Mr. Dusek explained the same procedure was undertaken for each position, starting with a salary study and analysis completed by the Human Resource Director, followed by which a salary range was determined. He stated the salaries requested had been determined based upon the ranges provided for the aforementioned positions and he said he believed the \$58,500 salary suggested for the Clerk of the Board position had been identified based upon the fact that Mrs. Allen was just starting in the position and the current \$67,000 salary was seen as the top of the salary range. Mr. Dusek indicated that a \$10,000 range was typically cited for Department Head positions such as this. He reiterated the salary amount requested was based upon the studies completed by the Human Resources Department, but he acknowledged the final salary amount was at the discretion of the Committee, subject to approval by the Personnel Committee and then the full Board of Supervisors.

Mr. McDevitt stated he disagreed with the idea of increasing the salary above the requested amount at this time; he suggested that the request be approved as presented, and that consideration be given to increasing the salary later after Mrs. Allen's performance in the Clerk position was evaluated and proven. Mr. Vanselow pointed out that this matter still had to be presented to the Personnel and Finance Committee's for approval and would be subject to the approval of the full Board at their April 17th meeting.

Mrs. Sady advised that Mrs. Allen would also be filling the remainder of her appointed term as Clerk

of the Board, ending on December 31, 2015, and stated at the time of her appointment there would be an opportunity to increase the salary. Mr. Taylor stated he agreed with Mr. McDevitt's suggestion, adding this would provide an opportunity to reward an outstanding performance. He stated there were a lot of positions switching around in one office and felt it would be something to work towards.

Mr. Brock commented that the low end of a salary range was intended for an individual just starting out, while the upper end was for individuals who were more experienced. He stated he felt that it should be left up to the County Administrator and the Clerk of the Board to determine where the individual fit in the range; however, he affirmed he did not think it was fair to place Mrs. Allen on the lower end of the range due to the fact she was not new to the County or the Office of the Clerk of the Board.

Supervisor Merlino asked Mrs. Sady if the salaries had been discussed with the employees being promoted and Mrs. Sady answered affirmatively, indicating she and Mrs. Allen had discussed them. Mr. Merlino acknowledged that all of the salaries identified were low, but specifically the one cited for the Clerk of the Board. He noted he did not believe they should start at the top of the range, but the amount should be more than what was proposed.

Ms. Seeber reiterated Mrs. Allen was not a new employee and had been working as the Deputy Clerk for several years. She said she would like to see employees rewarded not only for longevity, but for good performance, as well, and she stated this had been clearly pointed out in Mrs. Allen's case. She noted the salary study was a great reference but the performance of an individual had to be considered also.

Ms. Wood pointed out that the Board was aware Mrs. Allen was very capable of assuming this position. She added in Mrs. Sady's absence, Mrs. Allen filled in, keeping the Office of the Clerk of the Board in order. She noted Mrs. Allen had also been involved with last years Inter-County Legislative Committee of the Adirondacks meetings, having traveled with the Supervisors to the meetings, and she stated she believed they all knew Mrs. Allen could do the job. Additionally, Ms. Wood pointed out the budgetary savings from the decrease in salaries would allow for additional funding in the budget if a part-time position was needed.

Mr. McDevitt inquired as to Mrs. Allen's current salary and Mrs. Sady responded it was \$50,000; Mr. McDevitt deduced Mrs. Allen would be receiving an \$8,500 salary increase with her promotion and he felt that was a sufficient raise. Mr. Dusek informed this increase was something Ms. Steffan had considered when developing the salary study.

Following further discussion, Mr. Vanselow called the question and the aforementioned motion to approve Agenda Items 1B-D and refer same to the Personnel Committee was carried by a majority vote, with Ms. Seeber and Mr. Brock abstaining. *Copies of the resolutions request forms are on file with the minutes.*

Ms. Seeber asked if they could vote on the Clerk of the Board position on it's own. She stated that she was uncomfortable with voting in favor of the decrease and wanted to see the salary study that was completed. Ms. Seeber asserted that Mrs. Sady had noted she was very comfortable with meeting in the middle of the range or just giving her a little bit more because of the in duties Mrs. Allen would be assuming, as well as her experience. Mr. Vanselow noted this request would be presented to two more committees, as well as at the April Board meeting, allowing more time for discussion. He added that the current meeting minutes would reflect a lively discussion on the issue.

Mrs. Frasier said she agreed with Mr. McDevitt's suggestion that Mrs. Allen's reappointment would provide a good opportunity to revisit this issue and raise the salary based on merit.

Mrs. Sady apprised she and Mrs. Allen had discussed the salaries to be set prior to the meeting and Mrs. Allen had been agreeable to all of them, including the \$58,500 salary for the Clerk position, and was prepared to prove herself capable and worthy of a higher salary.

Mr. McDevitt commented that the average employee, whether working for the County or in private industry, would be thrilled to receive an \$8,500 salary increase for a promotion. He said that he maintained his suggestion that they set the salary as requested and wait until the end of the year to see how Mrs. Allen was doing in the position and possibly consider a salary increase based on performance.

Supervisor Thomas stated there had been quite a few salary adjustments awarded in the 2015 Budget and he anticipated very few would be included in the 2016 Budget; however, he added, he was comfortable with Mr. McDevitt's suggestion.

Finally, Mrs. Sady presented a request for Amanda Allen, Deputy Clerk of the Board, and Sarah McClenithan, Secretary to the Clerk of the Board, to attend "How to Manage People" Seminar at The Queensbury Hotel, Glens Falls, NY on April 23, 2015. She noted funds were available within the existing budget to cover the cost of the seminar.

Motion was made by Mr. Taylor, seconded by Ms. Wood and carried unanimously to approve the travel request, as presented. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Ms. Seeber stated she was seeking the Committee's support for her to meet with Mr. Dusek to talk about establishing an internship program with SUNY Adirondack. She noted a program of this nature would provide unpaid internships allowing students to earn credits for their chosen degree. Mr. McDevitt commented that he felt this was an excellent idea.

As there was no further business to come before the Support Services Committee, on motion made by Mrs. Frasier and seconded by Ms. Wood, Mr. Vanselow adjourned the meeting at 10:00 a.m.

Respectfully Submitted,
Samantha Hogan, Assistant Secretary to the Clerk of the Board